

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Violence and Threats in the Workplace: Zero Tolerance

**Policy  
Number**

A-121

**Page**

1 of 2

Purpose

1. Establish an effective process for identifying instances, reducing the potential, and dealing with all threats and violence in the workplace.
2. Create awareness of individual employee actions that can reduce the likelihood of threats and violence, and the responsibility to take these actions.
3. Create recognition of the responsibility of County executives to review and revise organizational practices that affect the potential for workplace violence.

Policy

It is the policy of the Board of Supervisors to establish a zero-tolerance standard in the County regarding any threats and violent behavior, implied or actual, from any person that is directed at other employees or the public at a County facility or in connection with County business.

1. No person shall engage in violent conduct or make threats of violence, implied or direct, at a County workplace or in connection with County business.
2. All threats shall be taken seriously, not dismissed as harmless, joking, or just blowing off steam.
3. No employee or former employee shall bring to the worksite, on their person, or in their belongings or vehicle, any non-job related weapons of any type, for example, firearms or knives.
4. When employees witness any instances or occasions of any employee or former employee violating this Policy, the witnessing employees shall report:
  - if an emergency, according to departmental procedures;  
and
  - if not an emergency, to management without malice  
toward any part.
5. After receiving a report of threats or violence, management shall:
  - investigate immediately; and
  - respond with appropriate available action, including discipline, if necessary.

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2 of 2

Procedure

CAO

- Implement and vigorously pursue this policy

Department of Human Resources

- Publish a DHR policy and procedure

Department Heads/Elected Officials/Court Administrators

- Review organizational practices/Publish departmental policies and procedures and readiness plans
- Provide awareness training

Supervisors & Managers

- Provide fair and consistent supervision and discipline
- Deal immediately and effectively with all threats and violence

All Employees

- Do not engage in violence and threats, even in jest
- Report all instances immediately to management

References

Sexual Harassment Policy, C-22, 3-27-90

Board Directive Promoting Positive Race and Human Relations, October 20, 1992.

Disciplinary Guide, County Counsel.

Sunset Date

This policy will be reviewed for continuance by 12-31-01.

Board Action

8/16/94 (24)

5/19/98 (28)